

Vacancy Details

Personnel Notice: 138-15
Date Announced: 11/13/2015
Closing Date: 11/23/2015
Command: NAVFAC
Grade: GS-13/14
Type: Assistant Counsel

There is a vacancy for an attorney to serve in the Office of Counsel, Naval Facilities Engineering Command Southeast (NAVFAC SE), Jacksonville, Florida. This position will be filled under the General Schedule (GS) pay system at the GS-13 or -14 level, depending on the candidate's qualifications.

NAVFAC SE manages the planning, design, construction, contingency engineering, real estate, environmental, and public works support for U.S. Navy facilities in the Southeast Region of the United States. In addition, the Commanding Officer, NAVFAC SE, serves as the Regional Engineer for the Commander, Navy Region Southeast, with responsibility for the Region's facilities, environmental and safety programs. The NAVFAC SE Office of Counsel is a field activity of the Office of Counsel, NAVFAC Atlantic, Norfolk, Virginia, and is a part of the NAVFAC Office of Counsel, which is headquartered in Washington, DC.

The NAVFAC SE Office of Counsel comprises 12 attorneys and 1 paralegal, and has an extremely busy and varied workload covering a wide range of OGC practice, including acquisition law, environmental law, civilian personnel and labor law, real estate law, fiscal law, litigation, the Freedom of Information and Privacy Acts (FOIA/PA), and ethics/standards of conduct. The primary purposes of this position are 1) to provide legal advice in the area of civilian personnel and labor law, including matters that may be litigated before the Merit Systems Protection Board and the Equal Opportunity Employment Commission; and 2) to address legal issues raised by our Public Works professionals, including utilities, use of working capital funds, and other installation legal issues. Duties of the selected attorney will be flexible and may also include questions of fiscal, real estate, environmental, and acquisition law, FOIA/PA matters, as well as issues arising under other OGC practice areas. Periodic travel may be required.

This position is rated GS-13/14 and has a full performance level of GS-14. The actual grade will depend on the qualifications of the successful applicant and funding availability. The successful candidate must have in excess of two years of relevant legal experience to be eligible for selection at the GS-13 level, and three-and-one-half years of relevant legal experience to be eligible for selection at the GS-14 level.

Applicants will be evaluated on: (1) the depth and quality of their relevant legal experience and training; (2) the strength of their oral and written communications skills; (3) their research and analytical skills; (4) their ability to work both independently and as part of a team; and (5) their interpersonal skills, including their ability to establish effective attorney-client relationships. Familiarity with the Department of the Navy, NAVFAC, and OGC is not required but is desirable. Applicants with a demonstrated record of making contributions to the advancement of the DON OGC, or an equivalent legal office or organization, or a law firm community beyond the day to day practice of law are desired.

The successful candidate must be a U.S. citizen, have graduated from a law school accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, be admitted to practice before a state or federal court, and be eligible to obtain and maintain a Secret security clearance.

To apply, applicants must submit a resume, OF-612 or SF-171 and a cover letter that addresses the evaluation criteria for this position and the applicant's projected availability. The cover letter should also provide the names and telephone numbers of at least three references (other than current supervisors) who may be contacted. Applicants should clearly indicate if they do not want us to contact their current supervisor. Current federal government employees should indicate their present GS and step level or equivalent grade and salary. Applicants who have graduated from law school less than five years prior to the announcement closing date must provide a copy of their law school transcripts, including class rank. Applicants selected for interviews may be requested to provide two legal writing samples (not exceeding 10 pages each; the sample may be part of a longer document) and two most recent performance appraisals, if available.

Interested attorneys may contact Ms. Catherine Horan at (904) 542-6647, or Catherine.Horan@navy.mil, for additional information.

Applicants should address their applications to:

Ms. Catherine Horan

Counsel
NAVFAC Southeast
Naval Air Station Jacksonville
Bldg 903, Box 30
Jacksonville, FL 32212

Electronic submissions are encouraged and should be sent to: Catherine.Horan@navy.mil.

This Personnel Notice will close at 11:59 PM, EST on November 23, 2015 and applications must be received by that date to be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of www.ogc.navy.mil).

Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit www.opm.gov/veterans and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying veterans' preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for veterans' preference will not receive the positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:
https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement

Legal and Regulatory Guidance: https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance

Relocation expenses may be paid, but are not guaranteed. If relocation expenses are a requirement, the applicant should state their requirement for this expense in the application package.

Permanent Change of Station (PCS) funding may be available to those eligible.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

VETERANS PREFERENCE IN HIRING

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.